

**Kenora District Services Board
Minutes of the Social Housing Committee Meeting
Held at Tenant Lounge of Eagle View Terrace, Vermilion Bay
August 23, 2007 10.00 a.m.**

Attendance:

Jack McKenzie, Chair: Present
Garry Parkes: Present
Joyce Timpson Present
Sten Lif: CAO- KDSB: Present
Adrian De Porto: Director of Housing Services, Present.

The minutes were recorded by Adrian De Porto

1. Call to Order:

1.1. The meeting was called to order at 10.00 am. by the chair Jack McKenzie on August 23, 2007.

2. Approval of Agenda:

- 2.1. **Additions or Deletions to the Agenda:**
- 2.2. 8.2 Discussion with Tony Eshmade and Sten Lif
- 2.3. 8.3 New Item From Joyce Timpson
- 2.4. The agenda was approved by Resolution SHC 2007-10.

3. Disclosure of Interest and the General nature Thereof

3.1. There were no conflict of interest declared.

4. Delegations and Deputations

4.1. There were no formal delegations however one tenant did come to observe the meeting.

5. Minutes of Previous Meetings

5.1. The minutes of the July 25, 2007 meeting were reviewed for additions, deletions and or corrections.

5.1.1. The Committee approved the minutes of the July 25, 2007, meeting by resolution SHC-2007-11 with the following addition requested by Joyce Timpson: The July 25, 2007 minutes are to reflect the recommendation to the Committee as a whole on August 16 2007 of

buying out of vacation pay of the Manager of Maintenance and Capital such that KDSB could project manage the two elevator installations.

- 5.2. The minutes were approved as amended by Resolution number SHC-2007-11.

6. Unfinished Business

6.1. KDHC Update:

- 6.1.1. The Director of Housing services follow-up with the corporate lawyer to discuss the progress of the dissolution of KDHC. The corporate lawyer requested signed copies of the 2006 audit and tax submission.
- 6.1.2. A meeting for the KDHC board was held on August 15, 2007 for the evening to elect new officers and directors, and accept the 2006 audited financial statements in preparation for the annual general meeting with the shareholder. This meeting occurred, the statements were approved and an AGM set for 9.45 am. on October 4, 2007.
- 6.1.3. The non-profit return was not presented at the KDHC August 15 meeting because it was not ready. The KDHC lawyer indicated that this item does not need a KDHC resolution as it is an administrative function.
- 6.1.4. Run off insurance is being sought,
- 6.1.5. The KDHC lawyer will provide direction on dissolution for August 31, 2007.

6.2. Parkview:

- 6.2.1. The Parkview construction remains on Schedule and on budget. Regular meetings are occurring with the contractor and tenants.
- 6.2.2. In the July 25 meeting the director outlined that the contingency fund was exceeded and that overruns in cost would be charged to regular capital in 2007. The committee requested an update for the August 23, 2007 meeting. The update is as follows. The construction contingency is \$51,000 and the costs to date applied to fund are \$13,917.10 greater than the fund. The main reason for this is unforeseen brick work in excess of \$30,000. The second aspect of the contingency fund is \$25,000 for site inspections pertaining to the air barrier and window seals. This remains in budget.

6.3. Minaki.

6.3.1. The committee went into an in camera discussion regarding property issues. The resolution is 2007-12.

6.3.2. The committee resumed the regular board meeting with resolution number 2007-13.

6.4. Door Funding:

6.4.1. The RFP for consultation services for the development of an elevator/lift specification has been issued for Patricia Plaza and closed on **August** 17, 2007. A F Eshmade is the low bidder by a substantial amount. The committee stated that the project could move forward but it must be determined why the bid was so low compared to the other bidders who returned pricing. This is to be determined and reported back to the committee at the next meeting.

6.4.2. No progress has been made on the terms of reference for the Housing needs survey.

6.5. Parking LOT RFP

6.5.1. The director verified that the City of Kenora Building officials would have no problem with expansion of the Parkview Parking lot and that the City of Dryden Building officials had not as yet gotten back to KDSB with regards to St. Charles. This issue remains open.

7. Business:

7.1. 2008 Budget:

7.1.1. The housing director has reported the budget for 2008 is well on its way to being completed and has been submitted to the Director of Finance as pieces are completed.

7.1.2. The director reported that the capital request for 2008 has been submitted and requires prioritization. The committee is to be contacted as to when they could review this and other aspects of the 2008 budget.

7.2. HARS and Homeownership Fund

7.2.1. The committee was informed that the KDSB Resolution of August 16, 2007 has been submitted to the Ministry. This completes the application which has two options for use of \$224,000. It is expected that the Ministry will contact KDSB with their decision shortly.

7.3. Patricia Plaza Update:

7.3.1. A security meeting is to be established for September and funds have been put in the budget for 2008 for heating and security.

8. Other Business

8.1. Housing Director's Report

8.1.1. The director discussed the July 31- 2007 Housing Directors Report. Comments are as follows:

8.1.1.1. There were no July 31, 2007 financial figures to discuss.

8.1.1.2. The Performance figure comments were as follows. Revenue remains ahead of budget and ahead of July 31, 2006. Arrears for current tenants remained the same between June and July but former tenant arrears rose approximately \$4,100 Applications continue to increase with a purge expected in September 2007. Vacancies continue to be around the 40 mark. The Chair of the committee commented that many units were filled but the turnover of suites in August would likely keep the vacancies at about the same. The turnovers for July were consistent with other months. Market renters were down from pervious months due to less market renters in Ear Falls.

8.1.1.3. Rent Supplement. The required unit has been located, the landlord informed and tenant transferred in order to reduce the cost of the Rent Supplement Program to within program guidelines.

8.1.1.4. Director of Finance Report: At the request of the committee from the July 25, 2007 meeting the Director Of Finance provided a report on the make up of the reserve accounts, the liability towards employee sick, vacation, and retirement allowances for Former Ontario Housing corporation employees, and the status of the former tenants balances.

8.2. Eshmade Request:

- 8.2.1.** A. F. Eshmade has contacted Sten Lif to discuss the consultant's fees for Parkview. Sten Lif is bringing this to the attention of the committee in the event they get a formal request for an increase in fees.

8.3. Committee Discussion:

- 8.3.1.** Joyce Timpson wished to state that when the committee makes a decision they should stay with it during the main board meetings. If a change in the committee's position is to be contemplated at a committee meeting then they should caucus to discuss the potential change in position.

9. Recommendations: None

10. Adjournment

- 10.1.** The meeting was adjourned by the chair at 12.30 pm.

There was a discussion around the next two meetings with the following changes. The next meeting is September 17, 2007 at 10.00 am in Dryden Ontario in the KDSB board room at 211 Princess Street-suite 1. The next meeting after September 17th, 2007 is October 16 at 10.00 am in Kenora Ontario in the KDSB board room in the Bannister Building.

Minutes Approved by Committee: *September 17, 2007*

Moved By: *Garry Parkes*

Seconded By: *Jack McKenzie*